

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: December 19, 2005
Re: Minutes of the December 1, 2005 Finance Committee Meeting

Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on December 1, 2005, at 4:00 p.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

County Attorney's Report: Jeanette Irby, County Attorney's Office, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

FY 2006

1. County Attorney - \$60,120

\$60,120 from Federal Byrne Grant funds was approved for appropriation to the County Attorney's budget for support of the Piedmont Dispute Resolution Center.

2. Fire and Emergency Services (F&ES) - \$15,798

- a. \$12,263 from Rappahannock/Rapidan Health Department reimbursement was approved for appropriation to F&ES for 800 MHz radios.
- b. \$3,535 from insurance reimbursement was approved for appropriation to F&ES to repair a damaged vehicle damaged by

Transfers:

Social Services - \$39,500

\$39,500 was approved for internal Social Services budget adjustments.

Regular Agenda

Supplemental Appropriations:

FY 2006

1. Sheriff's Office - \$340,000

\$340,000 from Fund Balance was approved for appropriation for the purchase of Sheriff's vehicles. To balance the FY2006 Budget, the appropriations for replacement vehicles were cut from the budget with the understanding they would be supported by other funding sources.

2. Warrenton-Fauquier Joint Communications Center – \$115,480

\$115,480 from E-911 Tax revenue was approved for appropriation to provide an additional work station and purchase a Computer Aided Dispatch (CAD) monitor, software, licensing and other equipment for this expansion.

3. Budget Office – \$2,313,791

\$73,545 from Fund Balance was approved for appropriation to the School Division for Virginia Retirement System (VRS) back payments for three employees.

4. School Division - \$2,420,246

\$2,420,246 was approved for appropriation as the fourth funding element for the Claude Thompson Elementary School Renovation project. Subsequent to the December meeting however, it was determined that the Board of Supervisors at their August 2005 Board of Supervisors Meeting had appropriated \$3,172,000 as the fourth element. Therefore the School's request was pulled from the Finance Committee's resolution forwarded to the Board of Supervisors. As a follow up, a de-appropriation action of \$751,754 (\$3,172,000 minus \$2,420,246) will be presented to the Finance Committee to align current appropriations with the total amount requested by the School Division. A total of \$9,214,246 is required for this renovation project.

Transfers:

FY 2006

1. Airport - \$25,930

\$25,930 in Airport appropriation was approved for transfer within the Airport budget.

2. General Services - \$175,038

\$175,038 from the Contingency Reserve was approved for transfer to General Services for four (4) new positions: Communications Technician for the Operations Division; Storekeeper, and two Shop A Technicians for the Maintenance Division. Salary and benefits were calculated for five (5) months.

3. Society for the Prevention of Cruelty to Animals (SPCA) - \$10,000

\$10,000 from the Contingency Reserve was approved for transfer to Non-departmental budget for SPCA. Funding will be used to support preliminary design fees for the SPCA renovation project adopted as part of the FY 2015 Capital Improvements Plan.

Comments

1. Finance: Vivian McGettigan, Finance Director

- a. Health Insurance – Health insurance costs for November increased 7.0% over same period in the prior year. Average monthly expenditure for FY 2006 is \$1,001,750. It was also reported that all County employees seeking a flu shot received one.
- b. Comprehensive Annual Financial Report (CAFR) – A copy of the CAFR and Memorandum, dated December 1, 2005, on the Corrective Action Plan and Results were provided for the Committee members review. Vivian McGettigan will make a presentation on the CAFR at the December 8, 2005 Board of Supervisors' Meeting. For the first time the CAFR was prepared by the Finance Department and not the auditors. The Finance Department was commended for their outstanding achievement by the Finance Committee.

2. Budget: Bryan Tippie, Budget Director

- a. Revenue Report – There was no change from the November Finance Committee report: The Revenue Committee has identified an estimated net increase of \$892,000 in General Fund revenue above the budgeted amount for FY 2006. Major contributors are Public Service revenue and Personal Property tax. BPOL Tax and Interest Income revenue are also projected to be greater than the budgeted amount.
- b. Budget Calendar – The FY 2007 Budget Calendar was provided to the Finance Committee members for their review. This calendar will be presented to the Board of Supervisors' for its consideration at the December meeting. Also, a copy of this calendar will be forwarded to all Board of Supervisors in advance for their comments.

3. Parks & Recreation: Larry Miller, Director

Ball Field Light Pole Concerns - The Finance Committee was informed that some light poles at Coleman Elementary and Warrenton Middle Schools appeared to be decaying or damaged. A firm from South Carolina has been hired to inspect all wooden light poles in January 2006 and provide a status report on their condition. If necessary, a plan will be prepared in order to address the replacement issue.

**The next Finance Committee Meeting will be
January 5, 2006 at 4:00 p.m.**